

# THORNBURY TOWN COUNCIL

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Town Hall  
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Town Clerk: Louise Powell

**MEETING OF: Staffing Committee**  
**TO BE HELD ON: Thursday 3rd February 2022**  
**COMMENCING AT: 7.30pm in the Council Chamber, Town Hall**

*Please note that this meeting is open to the public, who are welcome to attend.*

*Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.*

*Due to the confidential nature of some of the matters discussed, the public and press may need to be excluded from the meeting for the discussion of certain agenda items as resolved by the committee.*

## AGENDA

1. To consider any apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To receive and approve the report of the meeting held on 06.12.2021 and any matters arising
5. To monitor the Covid-19 policy and risk assessment
6. *To resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting during consideration of these items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
7. To discuss a staffing matter
8. To receive an update on the recruitment for the Grounds team
9. To consider any requirements for the recruitment for Town Clerk and Responsible Finance Officer
10. To consider any requirements for the recruitment for the new Facilities position
11. To receive an update on any general staffing matters
12. To update on training requested through appraisal and training required (including those raised from our General Risk Assessment)
13. To consider and agree any communications from the Committee.

A handwritten signature in black ink, appearing to read 'L Powell'.

Signed Town Clerk & Responsible Finance Officer  
Date of issue 27.01.22

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## **BACKGROUND PAPERS**

The following are circulated with or have been previously circulated and form part of this agenda: -

- a) Report of staffing committee meeting held on 06.12.2021
- b) Council Covid-19 policy and risk assessment